

Crook County Family Violence & Sexual Assault Services, Inc.

Board Meeting Minutes

Present at the meeting were: Myrna Tesch, Randy Pridgeon, Robin Seeley, Harry Stordahl, Lisa McGuinness, Laura Gennings, Suzan Campbell (WCADVSA), Sandra Stevens (Director), Tracy Darling (Advocate)

I. Call to Order

President Randy Pridgeon called to order the regular meeting of the Board of Directors at 5:15 pm on April 8, 2015. The meeting was held in the Life Skills Room of the CCFVSAS office.

II. Introduction to Guest & Board Training

Suzan Campbell, Public Policy Director with the Wyoming Coalition Against Domestic Violence and Sexual Assault was introduced to the Board. She then proceeded to administer the "Legal Duties, Responsibilities and Accountability of Non-Profit Boards" mandatory biannual training.

III. Approval of minutes from last meeting

The minutes of the previous meeting (1/15/2015) were unanimously approved as distributed. (RS, HS)

IV. Financial Report

Treasurer's Report found no discrepancies or unusual expenditures for January 2015.

Treasurer did request an explanation for expenditures in Little America, Cheyenne. Director explained that this trip was for WCADVSA Board meeting and PEACE Awards.

Director submitted budget change request to reallocate maintenance funds.

An explanation of funding streams and the reimbursement process was made for new board members.

The January 2015 financials were unanimously approved as read. (LM, HS)

V. Program Reports

Tracy Darling presented her volunteer and advocacy program report. She gave a brief victim service update, all victims were completely served and seem to be doing well.

April is Volunteer Appreciation Month; however there is no money in the budget for a volunteer appreciation dinner. The new Rural Advocacy Train the Trainer Training is tentatively scheduled for September; we will attempt to host a volunteer training in October.

April is also Sexual Assault Awareness Month, Child Abuse Awareness Month, & Crime Victim Rights Week. We will be distributing buckets with awareness materials across the county in efforts to increase awareness and prevention. We will be attending FOCUS, Inc. Victim Rights Awareness event on 4/21/2015. CCFV/SAS will be represented at the Crook County Health Fair on 4/25/2015 by Lisa McGuinness.

We will be launching a new year-long fundraising effort in the form of a county-wide monthly newsletter. Advertising space will be sold to area businesses, and will potentially garner up to \$6,000 a year.

There are many upcoming training opportunities including: Sexual Assault Summit (Laramie, April 28-May 1), Crimes Against Children Conference (Cheyenne, May 26-29), Primary Sexual Violence Prevention training (Gillette, July 8-9), and Core Rural Advocacy Train the Trainer Training (Casper, September 9-10). Coalition funding is available to interested parties to attend these trainings.

VI. Old Business

Approval of Revised Policies

The following policies were revised per the Division of Victim Services On-Site Findings for Corrective Action:

Violence-Free Workplace Policy: (LM, RS) Unanimously Approved

Lobbying Policy: (LM, RS) Unanimously Approved

Sexual Harassment Policy: (LM, RS) Unanimously Approved

Confidentiality Policy: (LM, RS) Unanimously Approved

Maintenance and Storage of Files Policy: (LM, RS) Unanimously Approved

Service Documentation Policy: (LM, RS) Unanimously Approved

Safety Policy: (LM, RS) Unanimously Approved

WyoSafe Policy: (LM, RS) Unanimously Approved

Problem Solving Policy: (LM, RS) Unanimously Approved

Grievance Policy: (LM, RS) Unanimously Approved

Travel Policy: (LM, RS) Unanimously Approved

VII. New Business

Director Calendar of Tasks

The Director's Calendar of Tasks describes the basic, big-picture tasks of the Director month-to-month. This calendar is very beneficial for a strategic plan if the director is ever incapacitated or unable to complete her duties.

Board of Directors Calendar of Tasks

Upcoming duties of the board were discussed including the annual grant budget review and in-house audit. Per the organizations by-laws, the board must meet four times per year. It was discussed if the board would like to meet more than that. It was decided that four meetings is sufficient, with the discretion of the Board Chair to schedule extra meetings if needed.

VIII. Director's Report

DVS On-Site Visit

February 11th and 12th, the Division of Victim Services came to visit. The process of the audit was explained to the board. The agency was found in substantial compliance with the DVS standards, and will be issued a certificate verifying compliance as well as an article in the newspaper.

DFS Advisory Council Update

Director is still attending quarterly meetings around the state. There have been noticeable changes in the Department of Family Services already. The mandate was made that a domestic violence advocate be present in five major DFS agencies around the state. DV agencies are also being invited to participate in DFS agency on-sites. Sandy will be attending the onsite for Sundance DFS on 4/13. Two of the biggest issues being addressed in the near future will be: homelessness and suicide prevention. DFS has created a booklet of available WY Homeless Services, in which Crook County is noticeably absent; Director will be working to get CC included in next year's edition. DFS also created a document of their services and programs to distribute throughout the state.

Director will be attending Advocacy Learning Center training 4/14-4/18. She will be bringing back valuable information to create our Coordinated Community Response Team.

IX. Miscellaneous Items

Quarterly 941s and LGLP insurance submitted.

Local funding was submitted.

We are looking into the 1% tax and Mill Levy to supplement funding.

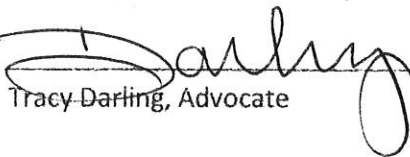
Community Service Block Grants no longer support new builds (we were looking into this option to possibly build a shelter). We have also looked into remodeling the building to encompass a shelter room and add a parking lot. No plans have been made at this time.

Director thinks the old Sundance Elementary school would make for a good Family Justice Center (multiple social service agencies in one place). Director will be following up with mayor.

The next CCFVSAS Board Meeting is set for June, specific date to be determined.

No further business, meeting was adjourned at 7:40 pm (HS, LM).

Minutes submitted by:


Tracy Darling, Advocate